


August 9, 2006

REQUEST FOR QUALIFICATIONS

TO: DESIGN-BUILD TEAMS

FROM: Tim Mason, Administrator 

SUBJECT: DPW PROJECT NO. 07063
300 Bed Close Custody Expansion Unit
Idaho Correctional Center (ICC)
Boise, Idaho

Submittals will be received at the Division of Public Works, 502 N. 4th Street, P.O BOX 83720 Boise, ID 83720-0072, until **September 29, 2006 at 5:00 PM** for furnishing design-build services to the State of Idaho.

An informational meeting will be held at the Administration Building at the ICC on August 31, 2006 at 1:30 p.m. to clarify and answer questions regarding this RFQ and project. Check-in at the ICC front Entrance Lobby. Please bring photo identification. Correctional Staff will be present to answer questions regarding this RFQ and project. The existing site will be open for viewing following the question/answer period. Program clarification, questions and additional data requirements that may arise as a result of this Request for Qualifications should be addressed in writing to:

Norm Noonan, Project Manager
Division of Public Works
502 N. 4th St.
P O Box 83720
Boise ID 83720-0072
(208) 332-1918

Contacting any of the Department of Correction (DOC) or ICC staff will be grounds for rejection of the party's submittal. Attendance at the informational meeting is strongly encouraged in order that all questions can be answered in an efficient manner.

Construction documents for the ICC and site location for this future housing unit exist. Originally, the infrastructure connections and site footprint for this proposed unit were designed as a medium custody facility housing 250 inmates. The construction documents for this proposed unit were prepared by the DLR Group and will be made available for viewing over the Internet for a limited time. The URL address will be given to design-build teams in attendance at the informational meeting.

The project will be funded by State funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Design-Build Team will receive general instructions through the State. A Project Manager of the

Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Department of Correction (DOC), and the Design-Build Team during the Design Phase and a Field Representative of the Division of Public Works will be assigned to serve during the construction phase.

DESCRIPTION OF PROJECT

The proposed 300 Bed Close Custody Expansion Unit of approximately 50,000 square feet, is an expanded design version of the two story, 250 bed medium custody unit initially conceived of as part of the ICC master plan; but, not built in the first construction phase. It was designed to be located on a site within the ICC complex with the required utility and infrastructure connections installed during the initial phase. Construction sites in the area are known to have basalt and other rock outcroppings, which have required geological investigation and excavation.

In addition to this new unit being 50 beds larger, it will also be designed as a "close custody" unit having separation walls dividing the unit into manageable tiers. Each tier will house inmates in separate secure wet cells, monitored from the unit control room and interconnected with the ICC master control center. The main floor will consist of separate cells arranged along the perimeter with a similar arrangement of cells above on an upper mezzanine. This upper level mezzanine will provide an access corridor to the separate cells, shower facilities and any needed storage. The main floor should also be accessible to inmate and staff support facilities. Anticipated program spaces may include the following:

- Housing Unit Control Room with Restroom
- Secure Shower Units
- Hardened Cells (with stainless steel fixtures, door "feeding slots", bunks, etc.)
- Cable TV/Power Outlets, TV Shelves in cells
- Classrooms
- Counseling Rooms
- Secure Visitation Rooms
- Medical Exam Facilities
- Observation-Segregation Cells
- Inmate Storage
- Food Prep-Canteen
- Secure Outdoor Exercise Unit(s)
- Staff Offices
- Conference Room(s)
- Storage and Supply Rooms
- Sally Port Entry(s)
- Required Circulation Corridors, etc.
- Mechanical Equipment Room
- Electrical Panel Room
- Security Electronics/Data/ Phone Panel Room
- Emergency Vehicle Access

The proposed unit will include functionally designed and finished spaces, matching the existing ICC pre-cast concrete construction, materials and finishes, internally and externally. The new pod and associated systems will be compatible with the existing ICC complex and comply with all current State building codes, guidelines, energy requirements, American Correctional Association Standards and applicable industry standards.

REQUIRED SERVICES

The State is requesting submittals for complete design and construction services.

The Design-Build Team will be responsible for the Design Phase (Program/Pre-Design, Schematic Design, Design Development) with cost estimates at each phase segment and for the Construction Phase (Construction Documents, Construction). The Design-Build Team will also be responsible for providing all necessary site surveys, soil investigation and geotechnical services required for the project. All work shall be completed on site in accordance with DOC and ICC security regulations.

A total project budget range of \$15,000,000 to \$15,300,000 has been established to include fees, construction, contingencies and tests. A complete construction cost estimate will be required at the conclusion of the Design Development phase for final approval by the Division of Public Works (DPW) and the Permanent Building Fund Advisory Council (PBFAC). This estimate when approved will become the Maximum Contract Price.

A project outline specification and finish board will be required at the completion of the Design Phase. The outline specification shall include product, equipment and fixture cut sheets. The finish board shall include materials/samples for all interior and exterior finishes.

A complete construction schedule and schedule of values will be required at the completion of the Design Phase and must be kept up to date throughout the construction phase. The existing correctional facility must be kept operational on a 24 hour per day, seven days a week basis, throughout the project with any periodic interruptions authorized by 72-hour prior approval only.

The Design-Build Team shall make a minimum of one (1) presentation to the Permanent Building Fund Advisory Council and shall keep in mind that during both phases of work, Design and Construction, operational efficiency, code compliance, energy efficiency, institutional security and building maintenance concerns shall be incorporated into the project.

The Design-Build Team will be required to meet monthly with the Project Manager and/or Field Representative for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Design-Build Team shall produce the following major written products for review by the State and/or PBFAC.

1. A written Program/Pre-Design statement to the DPW and DOC at the conclusion of Programming.
2. A preliminary report to the DPW and the DOC after the Schematic Design phase has been completed.
3. A Design Report and update to the DPW, DOC and the PBFAC, after Design Development phase has been completed, to include complete material/color board, outline specifications, including product, fixture and equipment cut sheets, recommended construction schedule and a final schedule of values.

4. A final report at the conclusion of the Construction Phase to the DPW and DOC to include complete as-built documents and electronic files, O&M Manuals and training video/DVD.

QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data (both Architect and Contractor if separate firms), relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures may be submitted separately as supplemental data.

Include contact information (Name, address, phone number, email address) for a single entity that will be the point of contact during the selection process.

The Division of Public Works reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. **Specific Qualifications:** List the team (Contractor, Architect, Civil Engineer, Mechanical Engineer, Electrical Engineer and Structural Engineer, Security Consultant, etc.) expected to accomplish this project. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions, which show ability to complete projects of this scope.
- C. **Approach to Project:** Include a statement of your team's approach to this specific project, including design philosophy, understanding of program, alternative concepts and methods for consideration, as well as concepts for construction staging. Limit to five pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from DPW and DOC staff. Make specific reference to past performance of the "Team".
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, may be submitted as examples of your work. For Contractors and/or Architects who have completed work for the Division of Public Works in the past three years, a reference to the project or projects will be sufficient in lieu of examples. Include specific information regarding work completed as a "Team".
- F. **Special Requirements:** Provide information regarding specific, earlier involvement with this facility or a special expertise in this type of project. Examples are: design and construction of the original ICC institution or phase, or design and construction of other similar correctional DOC institutions. Provide experience of work in an occupied correctional institution.
- G. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project

and the approach to designing and building this specific project. Performance of this "Team" on past projects with the State of Idaho and other clients is a highly important factor

Submit five (5) copies of the submittal.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, the Idaho DOC and an independent architect/engineer/contractor will rank the submittals, and at least three (3), but not more than five (5) teams may be selected for personal interviews.

After interviewing the selected design-build teams, the evaluation committee will re-rank the teams to determine the final point score. There will be no Request for Proposals (RFP) phase.

AWARD

Based on the results of the submittals and review of previous projects awarded to each firm, the Division of Public Works will recommend a course of action to the PBFAC at their next recent meeting. If recommended, the Division of Public Works, Department of Administration in accordance with prescribed procedures, will issue a notice of intent to negotiate.

PROPOSED DATES:

Informational Meeting	August 31, 2006
Receive Submittal	September 29, 2006
Oral Interviews	October 19, 2006
Review by PBFAC	November 7, 2006
Negotiate Contract	November, 2006
Design presentation	May 2007
Substantial Completion	August 2008

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$3,000,000 professional liability insurance coverage, except in special circumstances.

The State reserves the right to reject any or all submittals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews. Design-Build Teams must have design professionals licensed by the State of Idaho and the constructors must have an Idaho Public Works Contractor's License to submit on this project. Those firms, wishing to joint venture this project will need a separate "Joint Venture License" and should review the State licensing requirements with the Public Works Contractor Licensing Bureau, telephone no. 1-800-358-6895. Failure to be properly licensed as a joint venture will be grounds for rejection of the party's submittal